

Tasking Memorandum No. 99477

Memorandum For DEFENSE CONTRACT MANAGEMENT DISTRICTS

Subject: Facilities Planning

Date: May 5, 1999

Suspense Date: Thursday, May 20, 1999

Target Audience: Office of Installation and Telecommunications Services

Requirement(s):

- Participation is required to focus on defining the current process for processing SF82s, Requests for Space, and the annual DLA Form 662, Administrative Space Assignment and Use Summary.
- The next meeting is scheduled for May 24 Noon to May 27 Noon in Dallas, Texas
- The Dallas, Texas relocation project was identified to help document the Space Utilization Survey Process.
- Attendee names should be submitted NLT Thursday, May 20, 1999.
- Attendees should be prepared to address the current District process, their tools for monitoring the program, and any concerns or gaps they have encountered.
- The PLAS process code for this activity is 211.

Point of Contact for Further Information:

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Resource and Organizational Management